

DDA SUBJECT FILE COPY  
UP/7-87-0854X

ROUTING AND TRANSMITTAL SLIP		Date
		27 APR 87
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. DIRECTOR OF LOGISTICS		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

#1 - FOR ACTION: PLEASE COMPLETE FORM AS  
APPROPRIATE AND PROVIDE DROP COPY TO  
THE DDA.

SUSPENSE: 15 MAY 1987

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)		Room No.—Bldg.
[ ] EXA/DDA [ ]		Phone No.

5041-102

\*USGPO: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

60-2



General Services Administration  
Federal Supply Service  
Washington, DC 20406

DD/A ROE:BY  
87-0854X

APR 19 1987

STAT

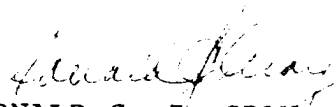
Dear

At the Partnership in Administration Conference, agency attendees suggested that some Federal Supply Service (FSS) correspondence is not addressed to the appropriate officials within Federal agencies. This delays promulgation of vital operational and policy information throughout the Federal community.

FSS has initiated an effort to streamline the communications process. However, we need your assistance to identify the proper official to receive policy and operational correspondence. Therefore, the enclosed questionnaire should be completed to denote which person in your organization should be addressed for the multidisciplines within FSS. This form can also be used to identify the current Assistant Secretary level that I should address. We would appreciate receiving the enclosed questionnaire by May 18, 1987. The completed forms should be returned to Joseph A. Kulenguski, Acting Assistant Commissioner for Policy and Agency Liaison, at the above address.

If you or your staff require assistance in this effort, please contact Mr. Kulenguski on 557-7970.

Sincerely,

  
DONALD C. J. GRAY  
Commissioner

STAT

Mr.   
Deputy Director of Administration  
Central Intelligence Agency  
Washington, DC 20505

Enclosure

Enclosure

**PARTNERSHIP IN ADMINISTRATION**

## Communications Officials

FSS Official	Federal Agency Official
<b>Commissioner</b> <b>Federal Supply Service</b> Donald C. J. Gray Overall Federal policy and operations	Name: Title:  Agency:  Address:   Telephone:
<b>Assistant Commissioner for</b> <b>Policy and Agency Liaison</b>  -- Liaison and Agency Assistance  -- Logistics Planning and Marketing  -- Regulations Policy (FPMR)	Name: Title:  Agency:  Address:   Telephone:
<b>Assistant Commissioner for</b> <b>Customer Support Management</b>  -- Property Management  -- Distribution Management  -- Travel and Transportation Management  -- Fleet Management	Name: Title:  Agency:  Address:   Telephone:

FSS Official	Federal Agency Official
<b>Assistant Commissioner for Quality and Contract Administration</b>  -- Quality Assurance -- Contract Administration -- Quality Standards	Name: Title:  Agency:  Address:   Telephone:
<b>Assistant Commissioner for Commodity Management</b>  -- Inventory and Requisition Management -- Item Management -- Procurement Management -- Automotive Commodity -- Tools Commodity -- Office and Scientific Equipment Commodity -- Furniture Commodity	Name: Title:  Agency:  Address:   Telephone:
<b>Assistant Commissioner for Transportation Audits</b>  -- Transportation Audit -- Collections, Accounts, and Procedures	Name: Title:  Agency:  Address:   Telephone: